





KENTUCKY EMPLOYEES' HEALTH PLAN 501 HIGH STREET, 2ND FLOOR FRANKFORT, KENTUCKY 40601 WWW.KEHP.KY.GOV

KEHP Memo 18-04

To: KEHP Billing Liaisons

FROM: Department of Employee Insurance

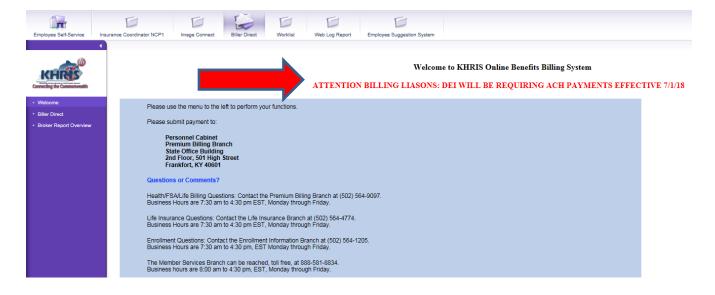
RE: Mandatory ACH Payments Effective July 1, 2018

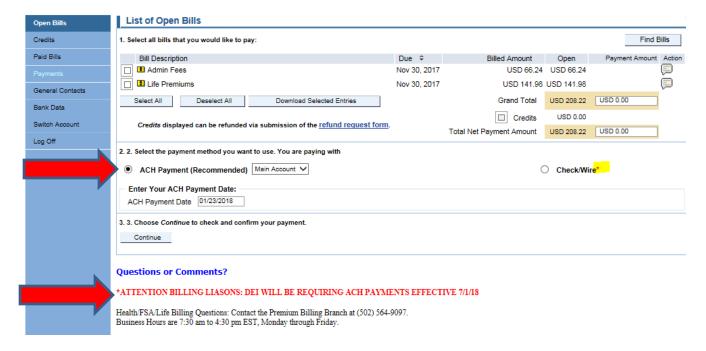
DATE: March 23, 2018

Effective 7/1/2018, the Department of Employee Insurance (DEI) will require all agencies to pay monthly premium payments via Automated Clearing House (ACH). ACH is a free and convenient service offered to our agencies. It is an easy and efficient method of payment, which will reduce the number of payment issues for both the payer and the recipient.

Biller Direct has been updated to make ACH payment the default payment method (see screenshots below).

Please note you may continue to select check/wire for your payments until 7/1/2018.





It is extremely easy to set your agency up to pay via ACH. First, go to Biller Direct and select Bank Data. Next, you will click edit and enter the required bank information fields. You can add multiple bank accounts and can select which account you would like to use to pay for Health, FSA, Life and Administrative Fees. Once this has been completed, you may submit ACH payments.

We will continue to accept personal checks from members who are on LWOP or who are in jeopardy of being terminated for non-payment of premiums. However, all other personal checks must be made payable to the employer, not to KGLI, KEHP or the KY State Treasurer. The employer will deposit the personal check(s), and then submit the individual payment(s) with the employer's overall total ACH payment.

Boards of Education, please note we will no longer accept lump-sum payments to cover employee premiums due for the whole summer. You must work each summer month as an individual month and only pay what is billed for that month.

If for any reason your agency has a policy against ACH payments, you must provide written notification stating the reason why you cannot pay by ACH. The notification must come from the Director of Finance or the Chief Financial Officer. If you have questions or concerns, please contact your Premium Billing Representative at 502-564-9097.

Thank you,

Department of Employee Insurance Premium Billing Branch